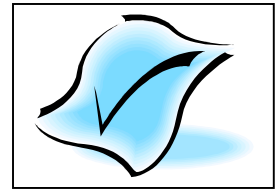


Checklist for MLA Papers



Part I - MLA Format for Paper

Title page (if required by teacher)

- ✓ Title of paper centered about 1/3 of the way down the page
- ✓ Your name, your teacher's name, the title of the course and the date the paper is due (i.e. 15 January 2010) centered about 2/3 the way down the page

MLA Header on first page

- ✓ Proper MLA header on first page: Upper left corner (Your name, your teacher's name, the title of the course and the date the paper is due)
- ✓ Your name and page numbers on all pages (including first and Works Cited pages) – upper right
- ✓ No comma between your name and page numbers
- ✓ Double-space entire paper
- ✓ Indent paragraphs (1/2" or 5 spaces)
- ✓ Proper margins: 1/2" from top of page to page number
1" from top of page to body of paper
1" left and right margins

Part II - MLA In Text Citation

- ✓ Source's name in sentence or parentheses
- ✓ No comma between author and page number
- ✓ Proper citation if source has no author (move to the next item listed in the Works Cited entry)
- ✓ Periods after parentheses (except for long quotations)
- ✓ Long quotations should be indented an extra inch from the left
- ✓ Do not use page numbers for items which do not have page numbers

Part III - MLA Works Cited Page

- ✓ Works Cited centered
- ✓ Double-spacing throughout
- ✓ Entries in alphabetical order
- ✓ Elements of entries in correct order
- ✓ Correct punctuation (periods at the end of each entry, use of < > for web addresses)
- ✓ Indent second lines of entries 1/2"